



October 1, 2002

**FSCS Professional Development Conference
December 8-11, 2002**

On behalf of the National Center for Education Statistics (NCES), and the National Commission on Libraries and Information Science (NCLIS), we cordially invite you to attend the FSCS Professional Development Conference scheduled for Monday, December 9 – Wednesday, December 11, 2002, to begin at 8:00 a.m. for registration and adjourn at 11:30 a.m. on Wednesday. **A session for new Data Coordinators will be held on Sunday, December 8, to begin at 1:00 p.m. for registration.** The **FSCS Steering Committee** will meet on Wednesday noon until 5:00 p.m. The meeting will be held at the SunBurst Hotel (Scottsdale, AZ - <http://www.sunburstresort.com/>).

Please read this entire memorandum, which provides important information about the meeting.

- A. **About the Meeting:** Agenda forthcoming.
- B. **Lodging:** sleeping rooms for this meeting will be at:

**SunBurst Hotel
4925 North Scottsdale Road
Scottsdale, AZ 85215
(480) 945-7666 (T); (480) 946-4056 (F)**

Room and taxes for sponsored participants will be directly billed to DB Consulting Group; however, incidental and personal charges will be billed to your individual hotel account. You may be asked to provide a credit card or cash (\$25.00 cash per day) when you check in to cover incidentals. Single room occupancy falls within the government per diem for Scottsdale, AZ. However, room charges over the single room government per diem (\$90.00 plus tax) will be your responsibility at check out. **(see section C. Registration)**

When we receive your registration form, DB Consulting will reserve a room in your name and email you a confirmation number. Your sleeping room will be guaranteed for late arrival by DB's master account. If you need to cancel **after Monday, December 2**, please call the hotel directly at **(480) 945-7666** and make reference to your confirmation number. For changes prior to **December 2, 2002**, please call Hazel Williams @ (301) 589-4020 x122.

- C. **Registration (all participants):** To register for the meeting, please complete the enclosed participant registration form. Fax the completed form to **Hazel Williams @ 301-589-4122, no later than November 1, 2002**. We will contact you only in the event that your registration is not received by November 1 or we have questions.

- D. Travel (Sponsored):** To make travel arrangements, **please fax the attached travel form** to DB Consulting's travel agent **Research Travel** at 301-294-6208 (Telephone 1-800-446-4200) **immediately and make reference to the name of the meeting and task code 028-004**. Flights must be booked no later than **Friday, November 1, 2002** in order to obtain the most reasonable airfare. Your ticket will be an electronic ticket and you will be notified via Email from Research Travel prior to your departure for the meeting. If you prefer to utilize your own travel agency, please note that Federal Travel Regulations stipulate that your price must match or be lower than Federal travel rates.
- E. Ground Transportation and Directions (all participants):** See page 3 for more details.
- F. Reimbursement:** Reimbursement forms will be distributed at the meeting to record travel expenses related to your attendance. Please keep all air receipts and ground travel (including taxis and shuttles) receipts and mail them to DB Consulting at the address noted below with your claim following the meeting. In compliance with Federal guidelines, you are entitled to receive a meal and incidental allowance (**including tips, laundry, etc.**) totaling \$46.00 per day in the Scottsdale, AZ area. Please note the U.S. Government is now requiring that **receipts** must accompany all reimbursement claims, particularly taxis, shuttles, etc.

Please mail your reimbursement form by Friday, December 19 to:

Hazel Williams
DB Consulting Group
1010 Wayne Avenue, Suite 300
Silver Spring, MD 20910

- G.** For further information on **content**, contact Kim Miller, NCLIS (202-606-9200; email kmiller@nclis.gov). For information on **travel logistics**, please contact Hazel Williams, T. (301) 589-4020 x122; F. (301) 589-4122; email: hwilliams@dbconsultinggroup.com

Please fax the registration form by Friday, November 1, 2002 to:

Fax: (301) 589-4122
Attn: Hazel Williams

Enclosures: Registration Form
 Travel Form

Important Dates: **November 1, 2002** - Registration and Sponsored Travel forms must be received from travelers.
November 1, 2002 – Last date of airfare booking by Research Travel.
December 2, 2002 – To cancel your hotel reservation after December 2, please call the hotel directly referencing your confirmation number.
December 19, 2002 – Travel Reimbursement forms must be received by DB Consulting Group.

GROUND TRANSPORTATION

Transportation to and from Airport:

Taxis are approximately \$25 or \$30 one way.

SuperShuttle operates 24 hours a day on a time scheduled basis. It offers airport-to-door service. Vans depart at least every 15 minutes to all areas of the Valley from 9 a.m. to 9 p.m. with lesser frequencies from 9 p.m. to 9 a.m. Fares are charged on a flat rate to each sector of geographic area. (Note: Current rates are probably lower. Check rate on outside of vehicle or contact company). Call (602) 244-9000/voice or (602) 243-7786/TDD, for reservations.

Super Shuttle Rate Information

<u>Super Shuttle Rates</u>	<u>Single</u>	<u>Additional Person</u>
Scottsdale/Paradise Valley	\$10-35	\$6

Please visit the Phoenix Sky Harbor International Airport transportation website at http://phoenix.gov/AVIATION/park_trans/taxi.html for more information.

Driving Directions from Phoenix Sky Harbor International Airport

[<http://phoenix.gov/AVIATION/index.html>]: Follow signs to the 44th Street East Valley exit out of Sky Harbor Airport. Follow lane directives to Route 202. Take 202 East and exit on Scottsdale Road (Exit #7). Make a left onto Scottsdale Road and proceed north for approximately four miles, SunBurst Resort will be on your right--2 traffic lights past Camelback Road.

Directions from Interstate 10 - Take I-10 to State Route 202 East. Take 202 East to the Scottsdale Road Exit and turn left. Go north on Scottsdale Road for 8 miles. The SunBurst Resort will be 4 blocks past Camelback Road on your right.

